

6/20/18

## **Internal Use Only**

### ***Tips for hearing chairs:***

1. Attend the walk-through of the event.
2. On day of the event, arrive early and check in at the registration desk. Meet EPA registration staff (they will be bringing you names throughout the day.)
3. When addressing the audience, always use the microphone.
4. Open the hearing using the written opening statement.
5. Runners from the registration desk will bring you cards with speakers' names on them. Each card generally has two names on it.
6. Call speakers up two at a time – this keeps the listening session moving.
  - Indicate which speaker should speak next.
  - Both speakers should remain seated until they have both completed their remarks (this is covered in the opening statement.)
7. There is a timer to keep speakers on track. The chair is responsible for getting speakers to wrap up if they go over time, to be fair to everyone.
8. EPA runners will bring you a card noting that it is time for a scheduled break/lunch/etc.
9. When you announce breaks because there are no speakers present or reconvene the hearing, make the announcement into the microphone. Be sure to announce the time that breaks will end and the time that you are reconvening the listening session.
10. When you close the hearing, announce that too – with a thanks to the audience and include information on the beginning of tomorrow's working sessions.

### ***Tips for Timekeepers***

1. You will need to reset the timer before each speaker begins.
2. Start the timer after the person has begun talking.
3. Gently signal (nudge) the Chair as the speaker is coming close to his/her maximum time. Help the Chair be consistent and fair in giving people the same amount of time to speak.
4. Read hearing chair tips above for info on how the day will run.

### ***Tips for everyone***

- Leave your phone/tablet/computer in your bag.
- Refer press questions to the OPA representative.
- Of course, be extraordinarily respectful, attentive, and courteous.